



2013 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2013

What is the purpose of the Annual Report?

2

- Required by state
- Indiana State Library statistics
 - Useful for year-to-year comparisons (and history!)
 - Library-to-library comparisons
 - Identifying trends
- IMLS Public Libraries Survey



What's Changed for 2013?

3

- ↑ Good News: Fewer questions!
- ↓ Bad News: Still over 700 questions!

General instructions

4

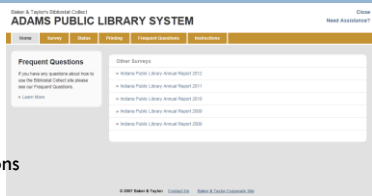
- Login instructions will be sent to all directors via email
- Click on the question number for help/definitions
 - ▢ Disable pop-up blockers
- Use “Back,” “Next,” or the side menu to navigate through the 15 sections
- Click “Save” and “Logout” to close and return to report at any time
- Click “SHOW LAST YEAR’S ANSWERS” to see what was input last year
- We’re watching you – will likely contact libraries who have not started report by mid-late January



Your Bibliostat homepage

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- Home
- Survey - 2013
- Status
- Printing
- Frequent Questions
- Instructions



Need to explain something?

6

- Flagged Questions- automatic edit checks will catch inconsistencies or major changes from previous year's data
 - ▢ Now- Bibliostat
 - ▢ Later- Census
- Use the “Federal note” to explain any discrepancies
- It's recommended to do this up front, or you'll be hearing from me again next summer ☹

Need technical help with survey?

7

1. Confirm it is not a local issue first- check with your IT person/department
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

8

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov.

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give the most current information for:

- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

All other information should be for the 2013 report year

- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

COLOR KEY

9

OX-001	Question
OX-002	Standards Question
OX-003	Prefilled
OX-004	Prefilled & Locked (Contact ISL w/changes)
OX-005	Calculated total

10

Part 1 - General Information

-Some questions eliminated, some moved

Part 1 - General Information

11

- 01-001 Name of the person preparing this report.
- 01-002 Preparer's phone number.
- 01-003 Time zone in which library district headquarters is located.
- 01-004 Library Name
- 01-005 Library Class
- 01-006 Library Director
- 01-007 Street Address
- 01-008 City
- 01-009 ZIP+4
- 01-010 Mailing Address
- 01-011 Mailing City
- 01-012 Mailing ZIP+4

Part 1 - General Information

12

- 01-013 Congressional District Number
- 01-014 Phone
- 01-015 FAX
- 01-016 Does your library have an answering machine, voice mail or other similar technology? Y/N
- 01-017 Library URL
- 01-018 Does your library have a public library E-mail address or other means of electronic contact listed on the library's website? Y/N

Part 1 - General Information

13

Building Questions

01-019 The year the current central building was built

01-020 Year of the most recent structural addition or alteration to current central building.

01-021 Square footage of the central building?

01-022 [Click here to complete Central Library daily hours.](#)

14

Central Library

Part 1 - General Information

15

Hours

01-023 [Click here to complete Central Library daily hours](#)

01-024 Monday opening time

01-025 Monday closing time

01-026 Tuesday opening time

01-027 Tuesday closing time

01-034 Saturday opening time

01-035 Saturday closing time

01-036 Sunday opening time

01-037 Sunday closing time

Part 1 - General Information

16

- 01-038** Total open hours for Central Library during a typical week.
- 01-039** Total number of hours the Central Library is open after 6:00 p.m. per week.
- 01-040** Total number of hours per week that the Central Library is open on Saturday.
- 01-041** Total number of hours per week Central Library is open on Sunday.
- 01-042** Total Central Library Hours Open per Year

Part 1 - General Information

17

Internet Access

- 01-043** Does the library have Internet Access? **Y/N**
- 01-044** What type of Internet Access is available in the Central Building?
- 01-045** Specify the speed of Internet Access in the Central Building

18

Branches

Part 1 - General Information

19

01-200 Total number of Branches

- 01-200a Branch Name
- 01-201a Branch Street Address
- 01-202a Branch City
- 01-203a Branch County
- 01-204a Branch Zip+4
- 01-205a Branch Mailing Address
- 01-206a Phone
- 01-207a Fax
- 01-208a Total Square Footage of Branch
- 01-209a Year Built
- 01-210a Year of the most recent structural addition
or alteration to branch building

Part 1 - General Information

20

01-212a Number of Weeks per Year Individual Branch is Open

- 01-213a Monday opening time
- 01-214a Monday closing time

- 01-225a Sunday opening time
- 01-226a Sunday closing time

01-227a Total open hours for the Branch Library during a typical week.

Part 1 - General Information

21

- 01-228a Does the Branch library have Internet Access?
Y/N
- 01-229a What type of Internet Access is available in the Branch library?
- 01-230a Specify the speed of Internet Access in the Branch library.
- 01-231a Number of wireless hubs located in the branch library?

22

Bookmobiles

Part 1 - General Information

23

01-300 Total Number of Bookmobiles

Individual Bookmobile Information

01-301a Bookmobile Name

01-302a Street Address

01-303a City

01-304a County

01-305a Zip+4

01-306a Mailing Address

01-307a Phone

01-308a Fax

01-309a Total hours per week

01-310a Number of Weeks Bookmobile is Open

01-311a Does the Bookmobile have Internet Access?

01-312a What type of Internet Access is available in the Bookmobile?

01-313a Total Weekly Winter Hours that the Bookmobile is open

01-314a Number of Weeks the Bookmobile is open on the winter hour's schedule.

01-315a Total Weekly Summer Hours that the Bookmobile is open.

01-316a Number of Weeks the Bookmobile is open on the summer hour's schedule.

Part 1 - General Information

24

01-500 Total System Public Service Hours
per Year01-501 Best reported total library hours
during a typical week (factors in
central and all branches)

25

Part 2 – Registrations

(No change from 2012)

Part 2 – Registrations

26

- 02-001 Total Number of Individual Resident Registered Users
- 02-002 Total Number of Users from Contracting Areas
- 02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users
- 02-004 Total Number of Reciprocal Users
- 02-005 Total Number of PLAC Users
- 02-006 Total Number of Non-Resident Cards Issued to Student Users
- 02-007 Total Number of Non-Resident Cards Issued to School Employees
- 02-008 Total Number of Non-Resident Cards Issued to Library Employees
- 02-009 Amount of Individual Non-Resident Fee**
- 02-010 Date Library Board adopted this fee
- 02-011 Does your library purge or mark inactive patron files at least every three years?** Y/N

27

Part 3 – Public Libraries and Political Subdivisions Served

(Little change from 2012)

Part 3 – Public Libraries and Political Subdivisions Served

28

2010 Census figures are used for all calculations

- | | |
|--------|---|
| 03-001 | County Name of Primary County |
| 03-002 | Total Assessed Valuation for Library District |
| 03-003 | Operating Tax Rate |
| 03-004 | Source year for data |
| 03-005 | BIRF/Lease Rental Tax Rate |
| 03-006 | LCPF Tax Rate |
| 03-007 | Did your library roll the LCPF into the operating tax rate? |
| 03-008 | County Name for additional county |
| 03-009 | Total Assessed Valuation for additional county |
| 03-010 | Operating Tax Rate for additional county |
| 03-011 | BIRF/Lease Rental Tax Rate |
| 03-012 | LCPF Tax Rate |

Part 3 – Public Libraries and Political Subdivisions Served

29

- | | |
|--------|---|
| 03-013 | Total district population without contract |
| 03-014 | Total district population with contracts |
| 03-015 | Political Subdivision Name |
| 03-016 | Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only) |
| 03-017 | Population 2010 Census (Taxed & Served) |
| 03-018 | Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) |
| 03-019 | Population 2010 Census (Served by Contract) |

Part 3 – Public Libraries and Political Subdivisions Served

30

- Some notes:
 - 03-008 – County #2 is only required of libraries crossing county lines and the 4 county-contractuals
 - 03-015 – “Political Subdivision Name” - Use official name of town/city, township or county
 - 03-016 – “Type of Political Unit” (Taxed Units 1 (city/town), 2 (more than 1/2 of county), 3 (total county), 4 (township merged), 9 (township validated), 11 (endowed), 12 (county contractual) Only)

31 **Part 4 – Library Operating Fund Income**

(No change from 2012)

Part 4 – Library Operating Fund Income

32

Local Government Operating Fund Income

- 04-001 Property Tax or CEDIT Operating Fund Income from Library Tax Rate
- 04-002 CAGIT Property Tax Replacement Credit
- 04-003 CAGIT Certified Shares
- 04-004 CAGIT Special Fund
- 04-005 County Option Income Tax (COIT)
- 04-006 Contractual Revenue Received for Service
- 04-007 Local Option Income Tax (LOIT)
- 04-008 **Total Local Operating Fund Income**

Part 4 – Library Operating Fund Income

33

State Government Operating Fund Income

- 04-009 Financial Institutions Tax (FIT)
- 04-010 License Vehicle Excise Tax (LVET)
- 04-011 Commercial Vehicle Excise Tax (CVET)
- 04-012 Other State Operating Fund Income
- 04-013 Source(s):
- 04-014 **Total State Operating Fund Income**

Part 4 – Library Operating Fund Income

34

Federal Government Operating Fund Income

- 04-015 LSTA Grants (*Operating Fund*)
- 04-016 Name of Non-Operating Fund
- 04-017 Amount of LSTA grant placed in Non-Operating Fund
- 04-018 Other Federal Grants Operating Fund Income
- 04-019 List Source
- 04-020 *Total Federal Operating Fund Income*

Part 4 – Library Operating Fund Income

35

Other Operating Fund Income

- 04-021 PLAC Reimbursement
- 04-022 Fines and Fees
- 04-023 Interest on Investments
- 04-024 Gift Receipts Operating Fund Income
- 04-025 Private and Public Foundation Grants Operating Fund Income
- 04-026 Miscellaneous Operating Fund Income.
- 04-027 Source(s)
- 04-028 Total Public and Private Foundation Grants Income (deposited into any fund)
- 04-029 *Total Other Operating Fund Income*
- 04-030 *Total Operating Fund Income*

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Part 5 – Operating Fund Expenditure Data

Part 5 – Operating Fund Expenditure Data

37

Operating Fund Expenditures

05-001 Salaries/Wages of All Library Staff

05-002 Employee benefits

05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures

Part 5 – Operating Fund Expenditure Data

38

Other services and charges

05-006 Total Supplies

05-007 Professional Services

05-008 Communication and Transportation

05-009 Printing and Advertising

05-010 Insurance

05-011 Utility Services

05-012 Repairs and Maintenance

05-013 Rentals

05-014 Debt Service

05-015 Lease Rental

05-016 Other

05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

39

Capital Outlays from Operating Fund Expenditures

05-018 Land

05-019 Buildings

05-020 Improvements Other Than Buildings

05-021 Furniture and Equipment

05-022 Capital Outlays for Public Access Computers,
electronic reading and electronic media devices

Part 5 – Operating Fund Expenditure Data

40

Operating Fund Expenditure Data

05-023 Books

05-024 Periodicals and Newspapers

05-025 Nonprinted (Physical) Materials, Microforms & AV, not Electronic

05-026 Electronic database licensing/purchase/lease expenditures.

05-027 Electronic Physical Format, including Playaways and Ebook readers

Part 5 – Operating Fund Expenditure Data

41

Non-Operating Fund Library Materials Expenditure Data

05-028 Books (Include Book Lease)

05-029 Periodicals and Newspapers

05-030 Nonprinted (Physical) Materials, Microforms & AV, not Electronic

05-031 Electronic Database licensing/purchase/lease expenditures

05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

42

05-033 Total Expenditures for Print Materials

05-034 Total Expenditures for Electronic Materials

05-035 Total Expenditures for Other Materials

05-036 Total Expenditures for Collections

05-037 Total Operating Fund Capital Outlays

Part 5 – Operating Fund Expenditure Data

43

- 05-038 Total Operating Expenditure for Collection Development Fund
- 05-039 Total Non-Operating Expenditure for Collection Development Fund
- 05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds

Part 5 – Operating Fund Expenditure Data

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Non-Operating Fund Library Materials Expenditure Data

- 05-041 Total Operating Fund Expenditures
- 05-042 Other Operating Expenditures
- 05-043 Total Operating Expenditures
- 05-044 Total Capital Fund Expenditures

Part 5 – Operating Fund Expenditure Data

45

Non-Resident Fee Standard

- 05-045 Total Collection Expenditure
- 05-046 Total Operating Expenditures per capita.
- 05-047 Does your library's non-resident fee meet the standard?

Collection Development Standard

- 05-048 Collection Development Expenditure as a percentage of Operating Expenditure

46

Part 6 – Capital Revenue

(No change from 2012)

Part 6 – Capital Revenue

47

- 06-001 Local government capital revenue
- 06-002 State government capital revenue
- 06-003 Federal government capital revenue
- 06-004 Other capital revenue
- 06-005 Total Capital Revenue

48

Part 7 - Employment Data

(No change from 2012)

Part 7 - Employment Data

49

- | | |
|--------|---|
| 07-001 | Total number of all librarians with an ALA-MLS |
| 07-002 | Total hours paid per week for all ALA-MLS librarians |
| 07-003 | FTE for all librarians with an ALA-MLS |
| 07-004 | Total number of all librarians, including ALA-MLS librarians |
| 07-005 | Total hours paid per week for all librarians, including ALA-MLS librarians |
| 07-006 | FTE for all librarians |
| 07-007 | Total number of all other paid staff |
| 07-008 | Total Hours paid per week for all other paid staff |
| 07-009 | FTE for all other paid staff |
| 07-010 | Total number of all paid staff |
| 07-011 | Total hours paid per week for all paid staff |
| 07-012 | FTE for all paid staff |
| 07-013 | Number of hours per week considered to be full-time employment in your library? |

50

Part 8 – Library Service and Technology

- Some questions moved
- Some definitions updated
- Some questions eliminated (e.g. database/website usage)

Part 8 – Library Service and Technology

51

Interlibrary Loans

- | | |
|--------|--|
| 08-001 | # of Interlibrary loan materials provided to other libraries |
| 08-002 | # of Interlibrary loan materials received from other libraries |

Library Programs Children's (0-11 years) Programs

- | | |
|--------|--|
| 08-003 | Number of children's (0-11 years) programs held in the library |
| 08-004 | Number of children's (0-11 years) programs held outside of the library |

Library Programs Young Adult (12-18 years) Programs

- | | |
|--------|--|
| 08-005 | Number of young adult (12-18yrs) programs held in the library |
| 08-006 | Number of young adult (12-18 yrs) programs held outside of the library |

Part 8 – Library Service and Technology

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Library Programs Adult (18+ years) Programs

08-007 Number of adult (18+ yrs) programs held in the library

08-008 Number of adult (18+ yrs) programs held outside of the library

General Programs

08-009 Number of general (all ages) programs held in the library

08-010 Number of general (all ages) programs held outside of the library

Part 8 – Library Service and Technology

53

08-012 Total number of non-library sponsored programs

08-011 Total number of all library-sponsored programs

Part 8 – Library Service and Technology

54

Attendance at Children's (0-11 years) Programs

Attendance at Young Adult (12-18 yrs) Programs

Attendance at Adult (18+ yrs) Programs

Attendance at General (All ages) Programs

08-013 Attendance at Children's (0-11 years) programs held in the library

08-014 Attendance at Children's (0-11 years) programs held outside of the library

....

Attendance Totals

08-021 Total attendance at non-library sponsored programs

08-022 Total children's program attendance

08-023 Total young adult program attendance

08-024 Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

55

08-025 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?

08-026 Total number of annual visits in the library

08-027 Total number of reference transaction per year

Electronic Services

08-028 Number of State Licensed Databases (INSPIRE)

08-029 Number of local and other (Not INSPIRE) licensed databases

08-030 Name(s) of public use/commercial databases to which the library subscribes

08-031 Total number of licensed databases

Part 8 – Library Service and Technology

56

Public Computers

08-032 Public Internet-connected computers uses per year

08-033 Number of wireless hubs located in the central building?

08-034 Total number of wireless hubs, system-wide

08-035 Number of wireless internet uses per year

08-036 Number of Internet connected public computers, system-wide. (Printer not required per PLS)

08-037 Number of scanners available for the public, system-wide.

08-038 Number of Internet connected staff computers, connected to a printer.

Part 8 – Library Service and Technology

57

Library System Automation

08-039 Does your library have an automated bookkeeping system?

Y/N

08-040 Name of bookkeeping system.

08-041 Name of integrated library system (ILS)

08-042 Is your library catalog available online?

Y/N

Part 9 - Circulation and Holdings

Part 9 - Circulation and Holdings

- 09-001 Total circulation of All Materials
- 09-002 Circulation of All Children's Materials
- 09-003 Circulation of Electronic Materials
- 09-004 Total In-house Usage of Materials
- 09-005 Number of Electronic Book Reading or Music Playing Devices
Owned by the Library
- 09-006 Number of electronic materials circulated or downloaded
annually.

Part 9 - Circulation and Holdings

Selected Holdings

- 09-007 Books, Physical Units
- 09-008 Electronic books (E-books)
- 09-009 Video Materials, Physical Units
- 09-010 Video Materials, Downloadable Titles
- 09-011 Audio Materials, Physical Units
- 09-012 Audio Materials, Downloadable Titles
- 09-013 Electronic (Physical) Format
- 09-014 Number of Electronic Book Reading or Music Playing Devices
Owned by the Library
- 09-015 Current Serial Subscriptions
- 09-016 Does the library belong to an Ebook consortium? **Y/N**
- 09-017 Name of Consortium
- 09-018 Total number of titles available in the consortium

61

Part 10 - Library Board

- Provide most current info available. This will be reviewed.
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

62

- 10-001 Position
- 10-002 First Name
- 10-003 Middle Initial/Name
- 10-004 Last Name
- 10-005 Home address
- 10-006 City
- 10-007 Zip Code
- 10-008 E-mail address
- 10-009 Appointing Authority
- 10-010 Date that the current term expires
- 10-011 Number of consecutive terms
- 10-012 Date of initial appointment (REPEATS...)
- 10-991 When does the regular library board meeting take place?
- 10-992 What is the time of the regular library board meeting?

63

Part 11 - Salary Section

- Provide most current information (e.g. salaries established for 2014)
- Provide info for positions not currently occupied

Part 11 - Salary Section

64

- 11-001 Annual salary of the Library Director (Head of library)?
 11-002 Does the Director have an employment contract? **Y/N**
 11-003 What is the current level of certification for the library Director?

Job Title	Cert. Level	Min Hourly	Max Hourly
Assistant or Associate Director		\$	\$
Department Head, Manager or Supervisor		\$	\$
Bookmobile Head		\$	\$
Administrative Assistant		\$	\$
Business Manager		\$	\$
Cataloging or Technical Services Librarian		\$	\$
Other			

Part 11 - Salary Section

65

Employee Fringe Benefit Information - Full-time Employees

- 11-501 PERF **Y/N**
 11-502 Deferred Compensation **Y/N**
 11-503 Health Insurance **Y/N**
 11-504 Health Savings Account (HSA) **Y/N**
 11-505 Dental Insurance **Y/N**
 11-506 Life Insurance **Y/N**
 11-507 Vision Insurance **Y/N**
 11-508 Disability **Y/N**
 11-509 Paid Time off for Continuing Education **Y/N**
 11-510 Reimbursement for Continuing Education **Y/N**
 11-511 Other1 (specify)
 11-512 Other2 (specify)

Part 11 - Salary Section

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Employee Fringe Benefit Information - Part-time Employees

- 11-513 PERF **Y/N**
 11-514 Deferred Compensation **Y/N**
 11-515 Health Insurance **Y/N**
 11-516 Health Savings Account (HSA) **Y/N**
 11-517 Dental Insurance **Y/N**
 11-518 Life Insurance **Y/N**
 11-519 Vision Insurance **Y/N**
 11-520 Disability **Y/N**
 11-521 Paid Time off for Continuing Education **Y/N**
 11-522 Reimbursement for Continuing Education **Y/N**
 11-523 Other1 (specify)
 11-524 Other2 (specify)

Part 11 - Salary Section

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Paid days off per year –

Full-time Librarian

11-525 Number of Vacation Days
 11-526 Number of Sick Days
 11-527 Number of Personal Days
 11-528 Holidays
 11-529 Funeral/Bereavement
 11-530 Other Days (specify)

...Repeats for Part-Time Librarian
 Full-Time Support Staff
 Part-Time Support Staff

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Part 12 - PLAC Loans

(No changes from 2012)

·Don't report any PLAC loans to your own library
 ·Do not include reciprocal loans or nonresident loans
 (unless using PLAC card)

Part 12 - PLAC Loans

69

12-001 Did your library make any PLAC loans? Y/N

12-002 Adams Public Library System
 12-003 Akron Carnegie Public Library
 12-004 Alexandria-Monroe Public Library
 12-005 Alexandrian Public Library

...

12-238 Yorktown Public Library

12-239 Total PLAC Loans

70

Part 13 - Compliance with Standards for Public Libraries

-Answer carefully. Many received "out of standards" letters last year due to incorrect responses.

-"No" responses *may* trigger a communication from ISL.

-You have a chance to explain any "No" answers in Part 14

Part 13 - Compliance with Standards for Public Libraries

71

- 13-001 Does your library comply with Public Library Law IC 36-12? Y/N
- 13-002 Does your library comply with other Indiana laws that affect municipal corporations? Y/N
- 13-003 Does your library comply with all federal laws affecting employment practice? Y/N
- 13-004 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? Y/N
- 13-005 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? Y/N

Part 13 - Compliance with Standards for Public Libraries

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- 13-006 Do the library board and the director maintain separate functions? Y/N
- 13-007 Is the board responsible for governance and policy? Y/N
- 13-008 Is the director responsible for administration, operation and management of the library? Y/N
- 13-009 Does the director work full-time? Y/N
- 13-010 Does the Director have the required certification under 590 IAC 5? Y/N

Part 13 - Compliance with Standards for Public Libraries

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With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

- | | | |
|--------|---------------------------------------|------------|
| 13-011 | An annual classification of employees | <u>Y/N</u> |
| 13-012 | Schedules of salaries | <u>Y/N</u> |
| 13-013 | A proposed library budget | <u>Y/N</u> |
| 13-014 | Library policies | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

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- | | | |
|--------|--|------------|
| 13-015 | Has the library board adopted the written employment practices dealing with recruitment? | <u>Y/N</u> |
| 13-016 | ... dealing with selection? | <u>Y/N</u> |
| 13-017 | ... dealing with appointments? | <u>Y/N</u> |
| 13-018 | ... dealing with personnel actions? | <u>Y/N</u> |
| 13-019 | ... dealing with salary administration? | <u>Y/N</u> |
| 13-020 | ... dealing with employee benefits? | <u>Y/N</u> |
| 13-021 | ... dealing with the conditions of work? | <u>Y/N</u> |
| 13-022 | ... concerning leaves? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

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- | | | |
|--------|--|------------|
| 13-023 | Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? | <u>Y/N</u> |
| 13-024 | ...have current, written bylaws that state its purpose and its operational procedures? | <u>Y/N</u> |
| 13-025 | Do the bylaws specifically state rules governing conflicts of interest issues? | <u>Y/N</u> |
| 13-026 | Do the library bylaws specifically state rules governing nepotism? | <u>Y/N</u> |
| 13-027 | Have the bylaws been reviewed by the board in the last three (3) years? | <u>Y/N</u> |
| 13-028 | Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

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- 13-029 Does your library have a written collection development plan? Y/N
- 13-030 Does your library have a written circulation policy detailing the principles of access for all library materials and service? Y/N
- 13-031 Does your library provide support for continuing education for staff and trustees? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Long Range Plan

- 13-032 Does the library have a written long-range plan of service? Y/N
- 13-033 Which year did your current long range plan begin? Y/N
- 13-034 Which year does your current long range plan end? Y/N
- 13-035 Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan)? Y/N

Part 13 - Compliance with Standards for Public Libraries

78

- 13-036 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? Y/N
- 13-037 Does your long-range plan include a statement of community needs and goals? Y/N
- 13-038 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? Y/N

Part 13 - Compliance with Standards for Public Libraries

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- 13-039 Does your long-range plan include an assessment of facilities, services, technology, and operations? Y/N
- 13-040 ...include an ongoing annual evaluation process? Y/N
- 13-041 ...include a plan for financial resources and sustainability? Y/N
- 13-042 ...include a statement of collaboration with other public libraries? Y/N
- 13-043 ...include a statement of collaboration with other community partners? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Technology Plan

- 13-044 Does the library have a written technology plan? Y/N
- 13-045 Which year did your current technology plan begin?
- 13-046 Which year does your current technology plan end?
- 13-047 Has your technology plan been updated in the last three (3) years? Y/N
- 13-048 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Does your technology plan include...

- 13-049 ...realistic goals and strategies for using telecommunications and information technology? Y/N
- 13-050 ...a professional development strategy? Y/N
- 13-051 ...an assessment of telecommunication services, hardware, software, and other services needed? Y/N
- 13-052 ...an equipment replacement schedule? Y/N
- 13-053 ...a plan for financial resources and sustainability? Y/N
- 13-054 ...an ongoing annual evaluation process? Y/N
- 13-055 ...an automated, integrated library system (ILS) which conforms to a national cataloging standard? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Resource Sharing

- 13-056 Does your library provide interlibrary loan free of charge to other libraries within Indiana? Y/N
- 13-057 Does the library lend materials via a statewide reciprocal borrowing program? Y/N
- 13-058 Does the library lend materials using the OCLC Resource Sharing system? Y/N
- 13-059 Is the library a member of Evergreen Indiana? Y/N
- 13-060 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? Y/N
- 13-061 How many days per week does your library receive INfo Express courier service? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Does the library provide adult services, including?

- 13-062 Programs and reference services offered by an appropriately certified librarian? Y/N
- 13-063 Access to reference materials, including INSPIRE? Y/N
- 13-064 A collection of materials for adults? Y/N
- 13-065 A space designated in the library for adult services? Y/N

Part 13 - Compliance with Standards for Public Libraries

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- 13-066 Does the library provide an enhanced level of adult service by providing:
- 1) One (1) or more staff, with appropriate certification;
 - 2) Serving at least part time,
 - 3) At each fixed location? *[All conditions must apply]*
- Y/N
- 13-067 Does the library provide an exceptional level of adult service by providing:
- 1) One (1) full-time staff member, or the equivalent,
 - 2) With appropriate certification,
 - 3) At each fixed location? *[All conditions must apply]*
- Y/N

Part 13 - Compliance with Standards for Public Libraries

85

Does the library provide Young Adult services, including?

- 13-068 Young adult programs and reference services offered by an appropriately certified librarian? Y/N
- 13-069 Access to young adult reference materials, including INSPIRE? Y/N
- 13-070 A collection of materials for young adults? Y/N
- 13-071 A space designated in the library for young adult services? Y/N
- 13-072 Does the library provide an enhanced level of service by providing:
1) One (1) or more staff, with appropriate certification, 2) Serving at least part time,
3) At each fixed location? [All conditions must apply] Y/N
- 13-073 Does the library provide an exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply] Y/N

Does the library provide Children's services, including?

- 13-074 Programs and reference services offered by an appropriately certified librarian? Y/N
- 13-075 A collection of materials for children? Y/N
- 13-076 A space designated in the library for children services? Y/N
- 13-077 Does the library provide an enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply] Y/N
- 13-078 Does the library provide an exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply] Y/N

Part 13 - Compliance with Standards for Public Libraries

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Public Access

- 13-079 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? Y/N
- 13-080 Does the library provide computers for the free use of all persons regardless of residency. Y/N
- 13-081 Does your library provide a means for the public to make copies at each location? Y/N

Part 13 - Compliance with Standards for Public Libraries

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Webpage

Does your library's webpage include...

- 13-082 ...current hours of operation? Y/N
- 13-083 ...a physical address for your library? Y/N
- 13-084 ...a map for each fixed location? Y/N
- 13-085 ...a public telephone number? Y/N
- 13-086 ...a public e-mail address or other means of electronic contact? Y/N
- 13-087 ...a link to INSPIRE and other free electronic resources? Y/N
- 13-088 ...publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies? Y/N

Part 13 - Compliance with Standards for Public Libraries

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- 13-089 Has your Internet Policy been reviewed by the board in the last year? Y/N
- 13-090 Does your library's webpage include a link to the library's online public access catalog? Y/N
- 13-091 Does your library's webpage include a calendar or list of events and programs which is updated at least monthly? Y/N

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Part 14 - Statement of Intent to Comply with Standards

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- 14-001 Please explain any NO answers given in Part 13. - Please include the question number (##-###) and an explanation for each question where you answered "NO" to any question in Part 13.

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Part 15 - Supplement

Part 15 - Supplement

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Interlibrary Loan Contact Info

- 15-001 What is the name of the main contact person for your interlibrary loan operation?
- 15-002 What is their phone number?
- 15-003 What is their email?

Part 15 - Supplement

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Local History Collections

- 15-004 Does your library have a local history collection?
What formats are included in your local history collection?
- 15-005 Annual Reports
- 15-006 Books
- ...
- 15-016 Videos
- 15-017 Are all of these materials included in your online public catalog?

Part 15 - Supplement

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Library Vendors/Purchases

Does your library use...

15-018	Door Count software
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15-019 Please enter the name of the program

15-020	Event Registration software
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15-021 Please enter the name of the program

15-022 RDA Toolkit

15-023 Reference Statistics software

15-024 Please enter the name of the program

15-025 Room Reservation software

15-026 Please enter the name of the program

15-027 Web Traffic Statistics software

15-028 Please enter the name of the program

Part 15 - Supplement

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□ Optional Questions

15-029 How many outreach events did your library participate in during 2013?

15-019 How many personal interactions did your library have during these outreach events?

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That's all!

Questions?



Comments?

Contact us:

LDO@library.in.gov

or

1-800-451-6028

or

317-232-3697
